

# Send a File

The screenshot shows a web browser window titled "Longitudinal Reporting - NCLB - Microsoft Internet Explorer". The page header includes the "VIRGINIA EIMS" logo and the text "Educational Information Management System". A left sidebar contains a navigation menu with "EIMS HOME", "CREATING REPORTS", "USING EIMS", and "MANAGING DATA". Under "MANAGING DATA", "Send a File" is highlighted. Below this are links for "File Management", "Match Rules", and "Validation Rules". The main content area is titled "Send a File - SRC File Submission". It contains instructions: "Use the down arrows to populate each of the required fields below." and "Use the **Browse** button to select an SRC file. Click on the **send** icon to begin submitting your file." There are three dropdown menus for "Academic Year", "Administration", and "Reporting Group", each with a "- Please Select -" option. Below these is a "File Name" text field and a "Browse..." button. At the bottom, there is a "send" button and a large rectangular area containing a file upload icon.

1. Once your student demographic file is complete and ready for upload, access the EIMS **Send a File** function located under the **Managing Data** heading.
2. Select an **Academic Year** from the pull-down menu that represents the school year in which the data was collected.
3. Select an **Administration** from the pull-down menu that reflects the type of report being uploaded (i.e., Fall 2003, Spring 2004, or Summer 2004).
4. Select a **Reporting Group** from the pull-down menu for the Division that captured the data contained in the demographic file.
5. Click the **Browse** button to search your local computer or network for the file you plan to upload. Once you have selected the file, it will populate the **File Name** field.
6. Click the **Send** icon.



Additional Notes:

- The file you send should be an extract of student data from your SIS; this should be a tab-delimited file in the SRC format with a .TAB extension.
- We recommend you name this file according to the following guidelines:  
ddd-DivName-mmddyyyy-Admin-Demo.TAB

Where:

ddd- is the 3 digit Division code  
DivName – is the Division name  
mmddyyyy – is the MonthDayYear when the file was created  
Admin – is Fall, Spring or EOY  
Demo – means the data is demographic  
.TAB – hard coded to this value

- If you are sending a file larger than 25M, please ZIP the file. Password not needed. We recommend you name the ZIP file the same as the .TAB file.
- When you send your division file, the original name of the file will be changed by the EIMS system into a new unique name with some values defined by your choices from the Send a File selections. Here is an example:

DATA\_150\_03\_2004-05\_20050109123059.TAB

DATA_	Every data file name will begin with "DATA_".
Division Code	Three digit code assigned to the division.
File Type Code	These values will be system defined and stored in the database. For example: 03 = Student Demographic file
Academic Year Code	These values are system defined and stored in the database. For example: 2001-02 2002-03 2003-04 2004-05 2005-06
Date Sent (Time Stamp)	YYYYMMDDHHMMISE
File Extension	The extension is defined by the user and is not renamed by the system. (If you send a ZIP file, this extension will remain .ZIP)

- If you must correct a data file and resubmit the data file, be sure the (.TAB) file name is unique and different than previous files you submitted.